



## STATE OF MONTANA MONTANA DEPARTMENT OF TRANSPORTATION JOB PROFILE AND EVALUATION

### SECTION I - Identification

Working Title: Area Administrative Assistant  
Class Code Number: 132115  
Class Code Title: Accountant  
Pay Band: 5

Department: Transportation  
Division & Bureau: District  
Section & Unit: Administrative Services  
Work Address:

Position Numbers: 03201, 74201, 76201, 78201, 87201, 89201

☐ FLSA Exempt ☒ FLSA Non-Exempt

Profile done by:

Work Phone:

### *Statement or Functional Description:*

MDT's Mission is to serve the public by establishing a transportation system that emphasizes safety, environmental preservation, cost effectiveness and quality. District personnel work closely with the contractor, conducting construction surveys, inspecting the work, and monitoring traffic control during highway construction projects. Construction and maintenance are the main responsibilities of the districts, but these functions are supported by other services.

- **Right of Way** personnel appraise and negotiate for property that is needed for new or expanded highways.
- **Engineering Services** personnel design most highways within the district, arrange for relocating utility lines within the right-of-way, determine needs for signals, signs speed zones and other traffic controls, and perform field tests on materials used in construction.
- **Centralized Services** personnel keep records, perform accounting tasks, deal with personnel matters and operate communications systems.
- **Maintenance** of the state's highways is a dual function for district personnel. One function is to preserve the roadway, structures and signs; the other is to provide services that keep traffic moving over the highways each day. One of the most visible maintenance functions is winter snow removal. The upkeep of the roadsides and signs, and responding to natural disasters are other important roles of the district maintenance staff.

Describe the Job's Overall Purpose:

This position is the **Area Administrative Assistant** for one of six area office assignments. The position is responsible for administering and coordinating the operations, services, and administrative systems of the Area Office; coordinating and processing area accounting and budget operations; and administering and coordinating office functions and customer support services (e.g., permitting and traveler information) for the Area Office. The position reports to the District Financial Officer, and is responsible for supervision of technical and clerical staff (e.g., Payroll/Benefits Technician, Accounting Clerk, and Administrative Support).

*SECTION II - Major Duties or Responsibilities*

*% of Time*

**A. Accounting and Fiscal Administration 45%**

Ensure agency accounting policies and procedures, internal controls, and business policies (e.g., MOMs, FYE and accrual instructions, vendor payments, collections, payroll claims, inventory, SABRHRS, CARES, etc.) are properly implemented and that Area business operations comply with applicable policies and procedures. This includes reviewing work in progress to resolve problems and ensure quality; keeping up with changes affecting Area business practices; developing recommendations to the DFO on Area procedural changes; providing training to office and field staff; monitoring Area business activities to ensure compliance with agency policy and sound business practices; and developing recommendations to the DFO on corrective actions to achieve program compliance. Coordinate and process area accounting and fiscal operations to provide information for management decisions; ensure compliance with applicable state and federal laws and regulations and ensure continued efficient program operations in accordance with MDT's strategic goals and objectives.

1. Analyze and oversee the accuracy, integrity and processing of the area office payroll information transmitted to Payroll Headquarters. Reconciles the payroll information submitted on MDT's payroll system with the payroll processed on the statewide accounting system (SABHRS). Follows up and resolves any discrepancies noted. Requests Payroll Headquarters to process required adjustments to the financial systems. Assists Payroll Headquarters in resolving payroll issues or concerns for the area office. Provide time entry support to area office staff in the event of short payroll weeks or a payroll clerk's absence. Responsible for ensuring payroll processed for the area office complies with state and MDT payroll policy and procedures. Required to be knowledgeable with the various union contracts and related amendments and memorandums of understanding. Participates in payroll and human resource meetings with Payroll & Human Resource Headquarters and responsible for disseminating required information to appropriate area office staff. Ensures the information from the meetings is implemented for the area office. Provides testing for financial system upgrades and training to area office staff for the financial systems, benefit changes and other payroll and human resource related issues.
2. Approve and process the payment of claims and procard transactions to vendors and other state agencies by reviewing supporting documentation and ensuring proper authorization for claims. This includes ensuring proper coding (e.g. expenditure account, project coding, org), adequate supporting documentation and verifying the goods and services were received in compliance with related agreement or contract. Ensures payments for goods and services are made in accordance with state law.

3. Process Area miscellaneous and maintenance Account Receivables to ensure proper billing by Administration Division of goods and services provided by the Department of Transportation. Establish miscellaneous or maintenance AR's, track charges to ensure proper coding (cost center), and provide DFO with accurate information for approval of liability release. Record miscellaneous A/R's and deposits in accordance with department and state policies and laws.
4. Identify, prepare, verify and submit correcting journal entries to correct coding errors and to ensure the accuracy of financial information on the accounting systems. This includes researching discrepancies, reviewing transactions and spreadsheets, compiling supporting documentation, preparing correcting entries, and submitting information to the Administration Division. This involves researching, and analyzing information from a number of systems including payroll, claims, inventory, SABHRS, CARES, and other systems affecting financial information.
5. Coordinate and monitors the inventory of capital assets and stores to ensure accountability of assets and documentation of the property's description, value, location, etc. in compliance with agency and state capital asset accounting practices. This involves ensuring the proper implementation of department and state policy to ensure the safeguarding of department assets which includes existing assets, new purchases, identification of missing assets and surplus property. Responsible for coordinating and assisting area staff with planning, directing and supervising physical inventories; ensuring inventory controls are in place; ensuring operational compliance with applicable policies and maintaining inventory. Research and reconcile inventory discrepancies, compile supporting documentation and write justifications.
6. Coordinate fiscal year end (FYE) activities with Area staff to ensure that instructions are properly implemented in the Area, that information and reports (e.g., journals, reconciliations, account balances, accrual amounts, etc.) are accurate and timely, and ensure the compliance of Area business activities. This includes coordinating Area administrative accounting information for FYE (e.g., year-end balances and accruals) by researching and documenting appropriation amounts, balances, and tracking fiscal year end charges to ensure program expenditures are recorded in the correct fiscal year.
7. Coordinate and participate in Area business process reviews and analyses to determine the most effective and cost-efficient methods to enhance and modify existing office management and fiscal processes. This includes meeting with staff; participating in process reviews; providing assistance and information to the Administration Division; and participating in planning and goal setting to provide information and advice on Area office management and fiscal issues.
8. Provide accounting support and coordination for maintenance project contract administration activities to ensure compliance with agency, federal, and professional regulations, business standards, and contract terms. This includes ensuring contract terms and amounts are accurately recorded on agency project management and financial systems, developing procedures and account structures to ensure accurate cost center allocation, and updating and maintaining MMS information.

9. Develop specialized queries, data extracts, and reports to extract, analyze and report financial data from SABHRS, payroll, claims, inventory, CARES, and other agency and state financial systems. This involves defining data needs, identifying appropriate tables and files, developing queries using structured query protocols, and testing and modifying reports to ensure the accuracy and integrity of the data. Compile and verify data, and create final reports. Access and run accounting status reports from various systems including conducting research and contacting others to extract SABHRS and other information.
10. Reconcile accounts and prepare accurate and timely transactions and reports to ensure the proper treatment of accounting transactions and the accuracy of accounting data. This involves analyzing spreadsheets and other data, preparing financial analysis of SABHRS information, conducting reconciliations of multiple accounts across multiple systems, and summarizing and drawing conclusions including appropriate correcting journal entries based on the analysis of this fiscal data.
11. Provide audit information and research support for the DFO, Administration Division, MDT Internal Auditors, and others as needed. Coordinate the dissemination of the Corrective Action Plan to Area staff to implement procedural changes at the Area.
12. Recommend to DFO and Administration Division new or modified procedures to internal control structures such as separation of duties, cash control, capital asset access, and related financial controls to ensure that assets are protected and that business practices comply with applicable regulations based on practical knowledge of Area business operations. Disseminate new policy and procedure information and provide necessary training, follow up, reviews and technical assistance to area staff to ensure procedures are properly implemented.
13. Provide consultation and technical assistance to area managers on budget and accounting status to ensure adherence to Department procedures and policies, and state policies and laws, provides technical assistance related to multiple and un-integrated financial systems such as MMS, EVMS, and Stores and reconcile unmatched MMS, EVMS, and Stores records. Notify the District Financial Officer, District Administrator, Administration Division and Area managers of potential fiscal, programmatic, or policy problem areas (e.g., budget shortfalls, personal services over-expenditures, policy non-compliance, etc.)

**B. Budget 25%**

Coordinate and process Area budget operations to provide information for management decisions; ensure compliance with applicable state and federal laws, regulations, and legislative intent; and ensure continued efficient program operations.

1. Analyze historical expenditures (e.g., equipment needs, personal services costs, etc.); compile budget data; and extract and validate project accounting data to assist Area Managers in planning and allocating the Area budget. Compile Area budgetary needs for

EPP and BDS based on historical expenditure experience and projected monetary requirements.

2. Provide consultation and technical assistance to Area Managers on budget status to ensure adherence to Department procedures and policies, and state policies and laws, and resolve problems associated with ongoing budgetary management. Access and run budget status reports from various systems (including conducting research and contacting others to extract SABHRS and other information). Generate budget projections quarterly or as required. Input, extract and analyze PSBM data to develop realistic personal services projections.
3. Compile Area expenditure and administrative information to assist Area and District management in preparing biennial budget requests. This involves reviewing past funding practices and expenditures (e.g., maintenance projects and winter maintenance supplies); calculating costs of changes in highway maintenance processes and materials; calculating administrative expenses; etc. Compile and verify data, create budget justifications and reports and provide information and advice to Area management on the budgeting process, supporting data, and related procedures and requirements to ensure the proper information is compiled and complete.
4. Monitor program expenditures, cost centers, MMS, and related activities to ensure the money is allocated as designated through review of accounting reports and approval and coding of Area office expenditures. Monitor gravel, salt, de-icer, and road oil purchases, including proper accounting treatment of liquidated damages as applicable. Review cost centers, invoices, time reports, property requisitions, billings, budgets, payrolls, expense claims, vendor claims, etc. for the Area to ensure budgets are not exceeded and that Area fiscal and personnel activities are properly recorded.
5. Maintain personal services budget authority and Position Control by reviewing necessary Position Detail Forms, Expenditure Adjustment transactions and other documents. Ensure program compliance with agency policies regarding the use of funds, reconcile position control with SABHRS information to ensure system and data integrity, ensure the Area follows position management policies and procedures, and provide FTE allocation scenarios for management by manipulating project data using PSBM.

**C. Area Office Administration 20%**

Administer and manage the operations, services, and business systems of the Area Office to provide services to the public, ensure adequate support for projects, maximize efficiency, and ensure compliance with state and federal requirements.

1. Provide technical assistance and direction to subordinates in resolving problems with office operations and services including payroll, purchasing, MMS, claims, EMS, MCS permits, Personnel Action Forms, Incident and Workers Comp reports, inventory, FYE, and related activities. Develop solutions to correct problems. This position will typically be responsible for the resolution of more complex problems, methods, and procedures to ensure that problems don't recur.

2. **Oversee the development and monitoring of contracts for janitorial services in the Area office.** This involves directing the development of requests for proposals, reviewing and coordinating vendor service contracts, and monitoring and evaluating work undertaken by contractors
3. Provide technical assistance on MCS, forage permits and load limit inquiries from the public and local and private entities by explaining or clarifying regulations, state requirements, and MDT policy, assisting with the review of permit applications to ensure compliance with guidelines, and transmitting recommended load limits for inclusion on the statewide road report or construction report.
4. Ensure the proper storage and disposition of all records and correspondence pertaining to field activities conducted by Area office by providing direction and guidance to subordinates on Area records management, electronic data storage, and record transfer and archiving activities and policies. Ensure proper safeguards are in place to provide the security and confidentiality of cash, sensitive information (i.e. Social Security #'s & Credit Card information) and records.
5. Evaluate and provide recommendations on ways to improve the efficiency of administrative and technical processes in the office. This involves assessing current practices, gathering and compiling input from partners, and documenting the information in written office procedures to comply with established policies.
6. Coordinate the provision of, or provide Traveler Information including public inquiries, winter travel conditions, road closures, high wind warning, etc. During the winter season this involves ensuring office coverage for expanded hours, training new and current staff in road reporting procedures and software applications, monitoring information obtained from field personnel and issuing directives on proper reporting if required to maintain currency and accuracy on Department information systems.
7. Provide program information or referrals to appropriate sources of information to respond to inquiries from the public, local governments, private businesses, and approach, encroachment, and forage permit applicants (phone, walk-in, and written inquiries). This involves asking questions to determine the nature of the inquiry, and applying knowledge of MDT resources and sources of information as well as a comprehensive knowledge of program policies and requirements. Gather appropriate information, refer more difficult or sensitive requests to MDT management, construction, or engineering staff, refer requestors to external sources of information if appropriate.

**E. Supervision 5%**

Direct supervision of various technical and administrative staff (varies by district) to ensure development and maintenance of employee competencies as outlined in individual job profiles. This includes assigning work priorities, participating in recruitment processes and monitoring and maintaining the performance of employees, including performance corrective measures if necessary.

1. Establish objective, measurable and observable performance standards for subordinates. Monitor and manage the performance of all positions directly supervised and complete performance appraisals to ensure accounting proficiency levels are maintained. Implement and monitor corrective action including discipline when necessary. Resolve staff grievances at the lowest level possible.
2. Develop overall responsibilities for positions supervised, assign work, establish work shifts and approve leave. Recommend and justify requests for additional personnel if needed. Participate in recruitment and selection activities. Ensure staff proficiencies, specifically related to accounting functions.
3. Coordinate or provide training for subordinates by assessing staff input and interests, professional development needs and budget limitations, or arranging training to meet these needs, and ensuring the efficient implementation of training programs. Assess the effectiveness of training activities,
4. Establish and revise overall office work plans, priorities, and procedures, and monitor progress through meetings and consultations. Conduct staff meetings, disseminate data, and promote information exchange for support and advancement of Area goals.
5. Ensure all subordinates comply with State and departmental personnel rules, regulations, and policies and collective bargaining agreements.

**F. Other duties as assigned**

**5%**

Perform other related management, technical support, research, and administrative work as needed or assigned by the supervisor. This includes coordinating special projects, providing assistance and expertise for agency-wide initiatives, providing and overseeing backup for subordinates in their absence or peak workloads, attending meetings, and attending continuing education and training as required.

2. *Specific examples of problems solved, decisions made, or procedures followed when performing the most frequent duties of this position.*  
The position identifies and resolves problems related to errors with accounting data, payroll, purchasing, MMS, claims, EMS, MCS permits, Personnel Action Forms, Incident and Workers Comp reports, inventory, FYE, and related activities. The position makes decisions regarding the compliance and accuracy of accounting transactions and reporting, which directly affects the compliance with contract, state, and federal stipulations. Procedures followed include district financial management policies and procedures, and training procedures.
3. *The most complicated aspect of this position is?*  
The most complicated part of the job involves assessing historic, current, and future program policies, business processes, accounting regulations, etc. to perform tasks such as solving system and program problems, developing recommendations for administrative and fiscal enhancements and policy changes, and reconciling funds. This work requires the assessment of complex accounting and reporting requirements, and

evaluation of ambiguous data such as contract stipulations, state and federal program (e.g., permitting) regulations, and MDT financial system functions and capabilities.

4. *Guidelines, manuals or written procedures support this position are?*  
Guidelines are available in terms of principles and professional standards such as GAAP; MCA; policies and procedures in MOM, SABHRS, and other state and federal fiscal and operational regulations; MDT and state personnel policies and procedures and state and federal employment laws; state and federal motor carrier laws and regulations, and department policy.

5. *Which of the duties and/or specific tasks listed under 1. (above) are considered "essential functions" which must be performed by this position (with or without accommodations)? (If you need information or training on the identification of essential functions, please contact MDT Human Resources Division.)*

Duties A – Fiscal Management, B - Budget; and C – Area Office Management are considered essential functions because they require specialized expertise and are the reasons the job exists. The following mental and physical demands are associated with these essential functions:

- Light lifting (less than 10 lbs.)
- Carry light items (papers, books, small parts)
- Remaining seated for extended periods of time, with occasional walking; standing; bending
- Occasional travel within state to attend meetings
- Operating a personal computer
- Communicate in writing, in person and over the phone
- Mediating conflicts between irate and often hostile parties
- Ability to multi-task
- Demands for accuracy in all aspects of work
- Ability to meet inflexible deadlines

6. *Does this position supervise others?* ☒ Yes ☐ No

Number directly supervised: Various

Complexity level of the positions supervised 3, 2.

Position Number(s) of those supervised VARIOUS.

7. *This position is responsible for:*

- |   |                                 |   |  |
|---|---------------------------------|---|--|
| <input checked="" type="checkbox"/> Hiring  | <input type="checkbox"/> Firing | <input checked="" type="checkbox"/> Supervision | <input type="checkbox"/> Pay Level             |
| <input checked="" type="checkbox"/> Performance Management                              |                                 | <input checked="" type="checkbox"/> Promotions  | <input checked="" type="checkbox"/> Discipline |
| <input checked="" type="checkbox"/> Other: Staff training and professional development. |                                 |   |  |

8. *Attach an Organizational Chart.*

**SECTION III - Minimum Qualifications - List minimum requirements for the first day of work.**



Critical knowledge and skills required for this position:

Knowledge:

The position requires a thorough knowledge of office management practices and procedures; government accounting and budgeting; project tracking; travel policies and procedures; contract administration, computers and related applications [e.g., databases, word processing, spreadsheets (including Excel), MS Word, email, Internet browsers, desktop publishing, Access, etc.]; business English, spelling, and grammar; customer service techniques; technical writing; available funding and related limitations; and record retention and reporting requirements. The position requires a working knowledge of Generally Accepted Accounting Principles (GAAP); Governmental Accounting, Auditing, and Financial Reporting requirements; SABHRS; MDT funding structures; MDT management and financial systems including the PSBM, MMS, Billing Voucher, State Share, Cost Accounting and Reporting, Construction Program/Planned Obligation, Project Cost Scheduling, and Highway Online Claims systems. The position requires knowledge of administrative goals and objectives, legislative and administrative rule requirements and processes, state and MDT personnel policies and procedures, supervisory practices, and training methods.

Skills:

Skill in the operation of general office equipment, personal computers, office software and specialized financial management systems, and typical business applications (word processing, spreadsheets, databases, Internet applications, etc.), editing, typing and proofreading, public relations, and in accurately processing forms. The position requires skill in quickly and accurately taking notes and meeting minutes; problem solving techniques; written and verbal communications; and presentation and negotiation.

Behaviors required to perform these duties?

- **Analytical ability:** The position requires the ability to isolate and resolve accounting reconciliation problems; anticipate and address staff training needs; and requires the ability to look at problems logically and from multiple viewpoints, determine the criticality of problems, analyze risks, and demonstrate an appropriate level of precision.
- **Project management:** The position requires skill in managing multiple tasks and workflow; developing project plans; and establishing project goals, timelines, and standards.
- **Technical:** Efficiently and effectively understands, inputs, and retrieves relevant fiscal and program data from SABHRS, payroll, claims, CARES, and other state business and financial systems.
- **Commitment:** The position requires commitment to the department, profession, and continuous learning which includes the initiative to develop a broad knowledge base, learn from projects and mistakes, and keep informed about new financial procedures. The position must take ownership and responsibility for projects and actions, reliably meet deadlines, and develop accurate financial analyses.
- **Teamwork:** The position is expected to share knowledge with others, suggest opportunities

for improving work methods, willingly accept new duties, and support fellow employees and management objectives. The position must treat others with courtesy and respect; demonstrate team leadership; coordinate the activities of multiple staff and resources; take action to create positive relationships with co-workers and business partners; and contribute to quality solutions.

- **Communication:** The position must communicate well with people of varied technical levels verbally and in writing; establish and maintain effective working relationships with others; and actively participate in discussions and problem solving.
- **Integrity and customer orientation:** The position requires customer service skills including skill in developing positive customer relationships and commitment to meeting customer needs in a timely and accurate manner. The incumbent must possess decision-making skills and exercise good judgment when making sound, well-informed decisions that result in fairness and consistency, taking accountability for their actions.

---

Education:

Check the one box indicating minimum education requirements for this position for a new employee the first day of work:

- |   |   |
|---|---|
| <input type="checkbox"/> No education required                | <input checked="" type="checkbox"/> Related AAS/2-years college/vocational training |
| <input type="checkbox"/> High school diploma or equivalent    | <input type="checkbox"/> Related Bachelor's Degree                                  |
| <input type="checkbox"/> 1-year related college/voc. training | <input type="checkbox"/> Related Master's degree                                    |

Please specify the acceptable and related fields of study: The position requires an associate's degree or two-year certificate in accounting, business administration, computers, or a related field.

Related: Public Administration, Computer Science, Construction Project Management, Contract Administration, etc..

Other education, training, certification, or licensing required (specify):

Experience:

Check the one box indicating minimum work-related experience requirements for this position for a new employee the first day of work:

- |   |  |
|---|--|
| <input type="checkbox"/> No prior experience required | <input checked="" type="checkbox"/> 3 to 4 years |
| <input type="checkbox"/> 1 to 2 years                 | <input type="checkbox"/> 5 or more years         |

Other specific experience (optional):

The position requires three years progressively responsible related experience including office management, accounting and budget monitoring experience.

Alternative Qualifications:

This agency will accept alternative methods of obtaining necessary qualifications.

☒ Yes ☐ No

*Alternative methods include:* A four-year degree in a business or accounting.

**SECTION IV – Other Important Job Information**

The predominant work is performed in a normal office environment. The position involves some travel throughout the District and on a national basis to attend conferences, training, and meetings (less than 5,000 miles per year). The position also involves demands associated with significant, fluctuating workloads and deadlines.

**Background information**

Depending on the assigned work, the successful candidate must pass a background investigation as a condition of employment.

- |  |   |
|--|---|
| <input type="checkbox"/> Fingerprint check           | <input type="checkbox"/> Valid driver's license |
| <input checked="" type="checkbox"/> Background check | <input type="checkbox"/> Other; Describe        |

---

**SECTION V – Signatures**

Signature indicates this statement is accurate and complete.

***Employee:***

Name: Title

Signature Date

***Immediate Supervisor:***

Name: Title

Signature Date

***Division/District Administrator:***

Name: Title

Signature Date

**Department Designee:**

Name: Title

Signature Date

---

**Recruitment Review:** My signature below attests to my review of and determination that the minimum qualifications (education and experience) listed in this profile meet the established recruitment standards of MDT.

Name: Human Resource Specialist (Helena/District)  
Title

Signature Date

AAA\_JE\_0805



## STATE OF MONTANA MONTANA DEPARTMENT OF TRANSPORTATION JOB EVALUATION

This section is to be completed by a trained classifier in or contracted by the Human Resource Division or by the State Personnel Division.

Prepared By Communication & Management Services, LLC Date 08/09/05

Position Status: ☒ Reclassified ☐ Vacant ☐ New Position ☐ Career Ladder

### *Choice of Class Series:*

**431214, Administrative Support Supervisor** SOC describes positions that:

Supervise and coordinate activities of workers involved in providing administrative support. Supervises and coordinates activities of workers engaged in clerical or administrative support activities. Plans, prepares, and revises work schedules and duty assignments according to budget allotments, customer needs, problems, work-loads, and statistical forecasts. Verifies completeness and accuracy of subordinates' work, computations, and records. Interviews, selects, and discharges employees. Oversees, coordinates, or performs activities associated with shipping, receiving, distribution, and transportation. Evaluates subordinate job performance and conformance to regulations, and recommends appropriate personnel action. Consults with supervisor and other personnel to resolve problems, such as equipment performance, output quality, and work schedules. Trains employees in work and safety procedures and company policies. Computes figures, such as balances, totals, and commissions. Analyzes financial activities of establishment or department and assists in planning budget.

### Position Summary:

This position is the **Area Administrative Assistant** for one of six area office assignments. The position is responsible for administering and coordinating the operations, services, and administrative systems of the Area Office; coordinating and processing area accounting and budget operations; and administering and coordinating office functions and customer support services (e.g., permitting and traveler information) for the Area Office. The position typically reports to the District Financial Officer, and is responsible for supervision of technical and clerical staff (e.g., Payroll/Benefit, Accounting Clerk, Administrative Support).

### Classification Factor Level: 4

The predominant work of this position consists of: Accounting, Fiscal Administration and Budgeting Operations (55%) includes: Coordinating and processing area accounting and fiscal operations as well as budgeting work to provide information for management decisions; ensuring compliance with applicable state and federal laws, regulations, and legislative intent; and ensuring continued efficient program operations.

Factor level Comparison:

The predominant tasks involve seeking out and gathering data that is not readily available (e.g., analyzing accounting and other data to reconcile accounts, conducting reconciliations of multiple accounts across multiple systems; recommending alternative solutions related to fiscal, programmatic or policy problems and issues such as policy non-compliance, personal services over-expenditures, budget shortfalls, etc.), summarizing and drawing conclusions regarding the data (e.g. researching discrepancies, reviewing vouchers and spreadsheets, preparing correcting entries, analyzing information from multiple systems to make recommendations on short and long-term impacts on multiple agency business issues, etc.), and/or fabricating and composing work elements into new arrangements (e.g., developing recommendations for and implementation of new or changed business processes and procedures related to internal control structures, separation of duties, cash control, asset access and related financial controls; creating budget justifications and reports; inputting, extracting and analyzing PSBM data to develop accurate personal services projections, etc.).

Tasks such as ensuring program compliance with agency policies regarding the use of funds, reconciling position control with SABHRS to ensure system integrity, and providing FTE allocation scenarios for managers through manipulation of project data involve searching for and gathering data that isn't readily available and that must be interpreted before processing as described by level 4. This work requires knowledge of governmental accounting and budgeting, project tracking, contract administration, GAAP, SABHRS, MDT funding structures, MDT management and financial systems including the PSBM, MMS and other programs and systems, legislative and administrative rule requirements and processes, and the ability to interpret program guidelines, and coordinate concurrent activities with close attention to detail and accuracy. Level 4 is appropriate.

Benchmark Comparison:

Similar to the benchmark Auditor, grade 12, cc 160212, factor level 4. In both positions, the work consists of the skilled application of highly detailed methods and procedures to assignments that involve examining accounting documents (tax returns in the benchmark, and MMS and SABHRS reports in the subject position) for errors. In both, work elements include information that may be erroneous (or fictitious in the benchmark) and requires interpretation in order to determine its validity. Both positions must also consider a number of laws and regulations that require interpretation in order to determine their proper application to each individual situation. Both involve examining data, determining the validity of information provided and the extent of errors found, determining what additional information is needed and how to proceed in obtaining it, searching for the additional information, and drawing conclusions from the information based on the application and interpretation of appropriate standards, rules, and regulations.

Similar to the benchmark Accounting Technician, grade 10, cc 160004, factor level 4. The work of the benchmark is more structured and more closely reviewed than the work of the subject position. However, both positions are responsible for processing accounting transactions and conducting research (analyzing, evaluating and interpreting) for the purpose of summarizing and drawing conclusions applicable to fiscal operations, procedures or systems for their respective work units. Both are appropriate at level 4.

Similar to the benchmark Licensing, Certification, and Permitting Specialist, grade 12, cc 169243, factor level 4. In both positions, the assigned work involves the skilled application of

highly detailed methods and techniques. The benchmark is responsible for various detailed licensing, certification, and permitting processes involving a variety of subsidiary processes as well as for less routine, recurring work such as monitoring licensees by facilitating a detailed complaint process. The subject position is responsible for various detailed accounting and fiscal administration, research/reporting, and budgeting processes involving a variety of subsidiary processes (e.g. account reconciliation, developing specialized queries, data extracts and final reports, etc.). Both positions provide input into the rules, regulations and legislation governing their respective programs and associated administrative processes by searching for and/or gathering data that isn't readily available and that requires interpretation. This input involves fabricating or composing new or significantly modified guidelines or operations.

***Classification Analyst:***

Kristin Jacobson, CMS, LLC  
Name:

Consultant  
Title

Signature

08/09/05  
Date

***Agency Approval:***

Jean Bond  
Name:

Chief, Employee Relations Bureau  
Title

Signature

Date